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**Meeting:** SENATE

**Date and Time:** Wednesday 5 February 2020 at 2.15 pm

**Venue:** Council Chamber

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**Present** Prof I White (Vice-Chancellor and President), (Chair)

Prof B Morley (Deputy Vice-Chancellor & Provost)	Prof G Sankaran (Elected by Professoriate)
Prof J Knight (Pro-Vice-Chancellor (Research))	Prof D Stanton Fraser (Elected by Professoriate)
Prof P Lambert (Pro-Vice-Chancellor (Learning & Teaching))	Prof S White (Elected by Professoriate)
Dr C Wilson (Vice-President (Student Experience))	Dr M Carley (Elected by Academic Assembly)
Prof N Brook (Dean, Faculty of Science)	Dr R Chawla-Duggan (Elected by Academic Assembly)
Prof D Galbreath (Dean, Humanities & Social Sciences)	Dr J Darling (Elected by Academic Assembly)
Prof G Hawley (Dean, Faculty of Engineering & Design)	Dr M Garcia (Elected by Academic Assembly)
Prof B Squire (Acting Dean & Head of School of Management)	Dr S Gheduzzi (Elected by Academic Assembly)
Dr J White (Chair of Academic Assembly)	Dr M Harney (Elected by Academic Assembly)
Prof B Rayton (Chair of CPAC)	Dr N Johnston (Elected by Academic Assembly)
Prof S Bending (Elected by Professoriate)	Dr F Laughton (Elected by Academic Assembly)
Prof D Bird (Elected by Professoriate)	Dr D Moon (Elected by Academic Assembly)
Prof T Ibell (Elected by Professoriate)	Dr J Troyer (Elected by Academic Assembly)
Prof H Logemann (Elected by Professoriate)	Ms E Alcock (Students' Union President)
Prof M McManus (Elected by Professoriate)	Ms R Osman (Students' Union Education Officer)
Prof C Mitchell (Elected by Professoriate)	Ms J Zhou (Students' Union Postgraduate Officer)
	Ms A Willingham (Students' Union Student Rep)

Observers:

Prof A Heath - Academic Director, Centre for Learning & Teaching  
Ms C Slack - Head of Student Voice and Engagement

In Attendance:

Mr J Adams (minute 14703) - Programme Manager (Curriculum Transformation)  
Ms A Butler (minute 14712) - Chief Digital & Information Officer  
Prof S Egan (minute 14712) - Vice-President (Implementation)  
Ms G Eggleston (minute 14705) - Assistant Director (Academic Registry)  
Dr J Harris - Director of Academic Registry  
Mr D Howells (minute 14704) - Head of UG Admissions and Student Immigration Compliance  
Dr N Kemp (minute 14702) - Director of Policy, Planning & Compliance  
Ms A Pater - Deputy Director (Academic Governance & Compliance) (Secretary)  
Ms H South - Alternate for University Librarian

**Apologies:** Apologies for absence were received from Prof J Barnett, Prof J Bradshaw, Dr R Branston, Prof J Davenport, Dr L Milligan, Ms K Robinson and Prof A Zalewska

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**ACTION**

The Vice-Chancellor welcomed everyone to the meeting. He reported that Dr G Ravelli had resigned from Senate.

#### **14699 DECLARATIONS OF INTEREST**

The Chair asked for any declarations of interest concerning the business to be discussed. Prof Morley declared he would leave the room for one item of reserved business.

#### **14700 MINUTES OF THE PREVIOUS MEETING**

Senate APPROVED the minutes of the meeting on 20 November 2019 (S19/20-072) as a correct record of the proceedings, with an additional final bullet point to minute 14681, agreed as below:

- 'that the university should consider its links with BP carefully in light of the focus on the new climate action framework.'

Also agreed an amendment to minute 14684, second bullet point, to read:

- "that the Students' Union supported Academic Assembly's motion.'

Sec

The minutes were later signed by the Chair.

#### **14701 MATTERS ARISING**

- 1) Minute 14684 – Council had noted the declaration originating from Academic Assembly on climate emergency; no decision had yet been made, but this would be discussed at a meeting of Council in March.
- 2) Minute 14677 – It was noted the correct start date for MSc Business Analytics was 2020/21.
- 3) Minute 14563 – It was noted that an agreement to extend academic status to Teaching Fellows and Senior Teaching Fellows had been signed; staff had been informed.

#### **14702 FORMAL REPORT OF THE VICE-CHANCELLOR**

The Vice-Chancellor introduced his report on key issues facing the University (paper S19/20-073). He also reported on the following topics:

- 1) Strike action: A UCU strike had been called for 14 days, the first on 20 February; pay and pensions were both nationally negotiated and discussions had been taking place. He was very supportive of good pension arrangements and fair pay; there had been local discussions on anti-casualisation, the gender pay gap and academic workload management. A new JEP was welcomed. He recognised the right to take industrial action but was mindful of the effect this might have on the student experience;
- 2) Precautions regarding the Coronavirus outbreak; Dr Nicky Kemp attended as Chair of the Emergency Management Team, which was meeting daily; she gave an update on the current position. [FAQs](#) had been posted on the website and she invited any further questions not covered by these. The Vice-Chancellor thanked Dr Kemp and others for all their work on the issue.

Senate NOTED the report.

- 1) The Pro-Vice-Chancellor (Learning & Teaching) presented paper S19/20-074A. John Adams, Programme Manager (Curriculum Transformation), attended for this item and gave update on timelines and planning for Curriculum Transformation; key deliverables, dependencies and risks had been identified. Prof Lambert explained that Mr Adams was pulling together the academic and non-academic elements of the project. In the discussion, the following issues were raised:
- A need to communicate more widely the work being undertaken;
  - The need to test how SAMIS would cope with unusual assessment patterns; this was being done.

**PVC  
(L&T)**

Senate NOTED the report.

- 2) Prof Heath presented paper S19/20-074B. There was a discussion about caution needed to avoid causing grade inflation when the postgraduate taught pass mark was raised to 50% to align with the sector. He emphasised that standards were not to change however.

Senate:

- APPROVED the assessment regulations for transformed postgraduate taught courses, and that ULTQC could approve non-substantial changes to these regulations, although substantive changes would be brought to Senate. The revised regulations would be reviewed in a year;
- NOTED that the changes to the academic framework proposed at this meeting would require previously agreed undergraduate assessment regulations to be modified.
- APPROVED the extension of the approach whereby stand-alone early adopter course teams could choose which assessment regulations would be used.
- AGREED that the full undergraduate assessment regulations would be brought back to Senate for final approval.

**PVC  
(L&T)**

**AD  
(CLT)**

- 3) The Director of Academic Registry presented paper S19/20-074C. There was a discussion about whether students should be permitted to take higher as well as lower level units in the places where lower level units were now to be permitted. It was AGREED the course design requirements should remain as written in the Academic Framework, but it was noted that there was still the possibility of exceptions should an individual pattern of study/assessment be proposed and formally approved for an individual student. It was also noted that workload on students across semesters could allow for 'L' shaped units. There was a request for further information in the guidance on 'shell/umbrella' units.

**DoAR**

Senate APPROVED the full revised specification of the new modular academic framework as set out in Appendix 1, with a correction of details in Table 3, where phrases such as 'Year 2, 120 incl 100 at FHEQ level 5' would be amended to 'Year 2, 120 incl min 100 at FHEQ level 5'.

**DoAR**

- 4) The Director of Academic Registry presented paper S19/20-074D.

Senate NOTED the programme of work to develop a type of academic manual in plain language to be more accessible for staff and students.

**14704 STUDENT ADMISSIONS 2019**

Mr D Howells, Head of Undergraduate Admissions, attended for this and the following item. The Deputy Vice-Chancellor summarised the position for 2019 entry.

Senate NOTED reports S19/20-075A and B.

**14705 STUDENT APPLICATIONS 2020**

The Deputy Vice-Chancellor summarised the position for 2020 entry. International student applications had increased following integration of the undergraduate recruitment teams. Postgraduate applications had also increased. There was a discussion on the challenges of widening participation and work underway to meet the targets in the Access Agreement. Conversion rates for PGT were also discussed. A separate report on part-time applications was requested in future.

**DVC**

Senate NOTED reports S19/20-076A and B and the Vice-Chancellor thanked everyone involved in recruitment activities.

**14706 DEGREE OUTCOMES STATEMENT OF INTENT**

Mrs Eggleston (Assistant Director, Academic Registry) attended for this item and provided an oral report.

- 1) She explained that in 2018 sector bodies, including the Office for Students, had published analyses of degree classifications that highlighted unexplained increases in degree outcomes. Following this, the UK Standing Committee for Quality Assurance (whose membership included all key HE sector bodies in the UK) published a Statement of Intent to reaffirm their commitment to protect the value of UK degrees and to transparent, consistent and fair academic standards.
- 2) All degree awarding bodies in England were expected to produce a Statement on Degree Outcomes, signed off by their governing body, by the end of the 2019/20 academic year. It was expected to include an analysis of the University's degree classification profile, information on how standards were assured, and the outcomes of an institutional review. Two documents would be needed: a statement covering five years' data, to be published on the University's website by the end of 2019/20; and a review analysing degree outcomes across the institution and the factors that might be affecting these.
- 3) It was noted that the University had seen an upward trend in degree classifications, but with considerable variability across departments; this would be looked at closely to account for increases in upper awards and first-class degrees. The Academic Registry had produced a detailed dataset and would support departments with a briefing, to support analysis.
- 4) The initial results of the institutional review and a draft of the Statement would be brought to Senate in April and to Council in May. This means departments looking

**GE**

at and commenting on their data in February and March. The final statement and review outcomes would be submitted to Council in July for approval.

Having expressed concern about the considerable increases in First Class awards in recent years, the Chair urged those involved in the review to treat the matter with great care.

Senate NOTED the update.

#### **14707 NEW COURSES AND PARTNERSHIPS**

Prof Rayton presented paper S19/20-077.

Senate gave full and final APPROVAL of on-line programme MSc Artificial Intelligence.

#### **14708 EQUALITY AND DIVERSITY COMMITTEE ANNUAL REPORT**

Prof Galbreath presented paper S19/20-0078; the annual report of the Equality and Diversity Committee of which he was Chair. He explained that the terms of reference were being reviewed as part of the Senate Effectiveness Review, to clarify what the Committee was aiming to achieve. It was planned that the annual report would be different in future, less about mere compliance. **DG**

Points noted in discussion included the:

- continuing low number of female academics in senior positions;
- low number, low applicant rate and low success rate for females in the Technical and Experimental job family;
- low number of BME staff in the professoriate and senior management;
- challenges facing black students: admissions and attainment gap;
- progress on the Gender Pay Gap Working Group which would be followed up (chaired by the Director of Human Resources); **DG**
- issues of support for EDI activity;
- desire of the SU to follow up on #NeverOK awareness-raising (noting that external funding had ceased).

Senate NOTED the report.

#### **14709 REF UPDATE**

The Pro-Vice-Chancellor (Research) presented paper S19/20-0079 outlining final preparations for REF2021. These included:

- 1) A survey of submission intentions;
- 2) Panels being held to discuss staff circumstances and research independence; the deadline for an application to Research England for any reduction in outputs was 6 March;
- 3) Arrangements for a REF dress rehearsal.

Senate NOTED the report.

**14710**    **REPORT OF THE UNIVERSITY INDEPENDENT ADVISOR FOR POSTGRADUATE RESEARCH STUDENTS 2018/19**

Dr C Wilson, Vice-President (Student Experience) presented paper S19/20-080, an update on actions being taken by departments and senior management in response to the annual report for 2018/19 from the University Independent Advisor for Postgraduate Research Students.

Issues noted included:

- This had been a standing item on the Executive Board agenda and there was unanimity of purpose among senior management in addressing the issues raised;
- All departments but one now had a date set for consideration of the issue at their meetings;
- Consideration was being given to introducing a 'doctoral contract package' to clarify expectations and responsibilities;
- Support and guidance being developed for supervisors;
- That an update on progress should be brought to Senate in future.

**VP(SE)**

The Chair thanked Dr Wilson and Prof McManus for their progress.

Senate NOTED the report.

**14711**    **REGULATION AND POLICY CHANGES**

The Pro-Vice-Chancellor (Learning & Teaching) presented Paper S19/20-081 and explained the changes being proposed; these were not major policy changes, but improvements to procedures. There was a discussion of the banning of initiation ceremonies.

Senate:

- 1) APPROVED the proposed amendments to the Dignity and Respect Policy and Procedure, Student Complaints Policy, and Regulation 8 (Disciplinary Procedures for Students) as set out in Appendices 1-3; (a word was missing in p7 of Appendix 1);
- 2) NOTED that a revised Regulation 7 (Disciplinary Regulations for Students) would be brought to the April meeting of Senate.

**PVC  
(L&T)**

**14712**    **IT ISSUES**

Prof S Egan, Vice-President (Implementation), and Ms A Butler, Chief Digital and Information Officer attended for this item. Prof Egan presented papers S19/20-082A and B. He explained the importance of cyber security and the potential reputational and financial consequences of data security failures, of which there had been two incidents recently. The University had a mandatory on-line Information Security training module, but completion in some academic departments was low; this was being addressed. Automatic forwarding of University emails was being banned. It was important that the University followed the advice of the Information Commissioner on encryption and against phishing attacks. A potential issue with the Attendance Monitoring PowerApp had been discovered although there had been no inappropriate access to personal data; the technical issues were being addressed.

**DDaT**

Senate NOTED the reports.

**14713 COMMITTEE MEMBERSHIPS AND STANDING ORDERS**

The Secretary presented paper S19/20-083.

Senate:

- 1) AGREED to nominate Prof Tim Ibell and Prof Jane Millar to Council as members of Redundancy Committee;
- 2) APPROVED an increase the number of elected members to serve on Senate Appeals Committee to up to eight, at least one of whom must be present;
- 3) APPROVED an amendment to Senate Standing Order 20 (iii), as set out in the report, subject to Council approval of a change to their Standing Orders, with immediate effect;
- 4) NOTED that all members of the Senate Appeals Committee would be trained in the University's student disciplinary procedures.

**Sec**

**14714 CALENDAR OF MEETINGS 2020/21 AND 2021/22**

Senate APPROVED the meeting dates for 2020/21 and 2021/22 as set out in the appendices to paper S19/20-084. It noted that the award ceremony dates for summer 2021 may need bringing forward to ensure the Chancellor's availability.

**Sec**

**14715 URGENT BUSINESS**

Senate NOTED paper S19/20-085, setting out a minor correction to a word in Regulation 8.43.

**14716 ANNUAL REPORT FROM RESEARCH INSTITUTES**

Senate NOTED papers S19/20-086A and B, annual reports from the Institute for Mathematical Innovation and the Institute for Policy Research.

**14717 STUDENT NUMBERS SUMMARY AT 1 DECEMBER 2019**

Senate NOTED paper S19/20-087.

**14718 REGISTER OF COLLABORATIVE AGREEMENTS**

Senate NOTED paper S19/20-088.

**14719 COUNCIL**

Senate NOTED the minutes of the meeting of Council on 24 October 2019 (paper S19/20-089).

**14720 MINUTES OF BOARDS OF STUDIES**

Senate RECEIVED the minutes of the following meetings of Boards of Studies (papers S19/20-090-094):

- Faculty of Engineering & Design, 9 October and 21 November 2019
- Faculty of Humanities & Social Sciences, 21 November 2019 and 8 January 2020
- Faculty of Science, 21 November 2019 and 15 January 2020
- School of Management, 21 November 2019 and 15 January 2020
- Boards of Studies (Doctoral), 30 October and 20 November 2019

#### **14721 MINUTES OF SENATE AND JOINT SENATE/COUNCIL COMMITTEES**

Senate RECEIVED minutes of the following meetings of Senate and Joint/Senate/Council Committees (papers S19/20-095-102):

- Academic Programmes Committee, 28 November 2019
- Council/Senate/Students' Union Committee, 5 November and 5 December 2019
- Courses and Partnerships Approval Committee, 6 November 2019
- Curriculum Transformation Committee, 18 September 2019
- Equality & Diversity Committee, 19 November 2019
- Ethics Committee, 12 November 2019
- Learning, Teaching and Quality Committee, 5 November 2019
- University Doctoral Studies Committee, 7 November 2019

#### **14722 EXECUTIVE BOARD**

Senate RECEIVED a summary of meetings in October – November 2019 (paper S19/20-103).

#### **14723 CALENDAR OF MEETINGS 2019/20**

Senate NOTED the remaining meeting dates of Senate for the year, which would be held in the Council Chamber as follows, at 2.15pm unless otherwise stated:

22 April 2020  
3 June 2020

#### **14724 ANY OTHER BUSINESS**

There was none.

The student members then left the meeting at 4.40pm and Senate proceeded to consider reserved business.

The meeting concluded at 4.50pm